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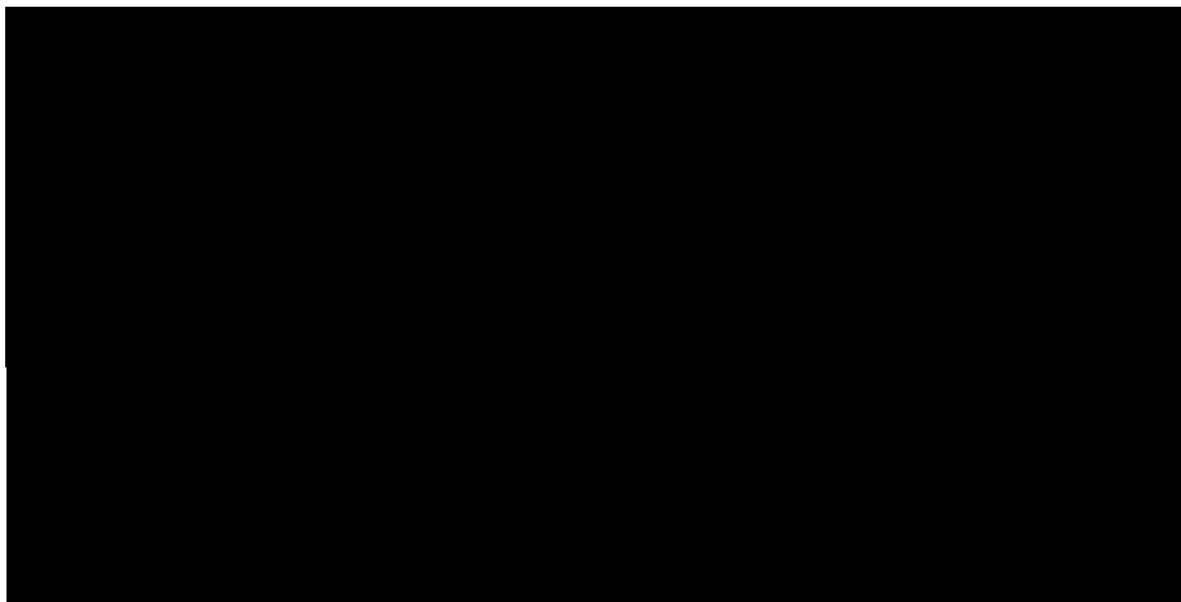
MAY 14 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 14 May 1954

1. General

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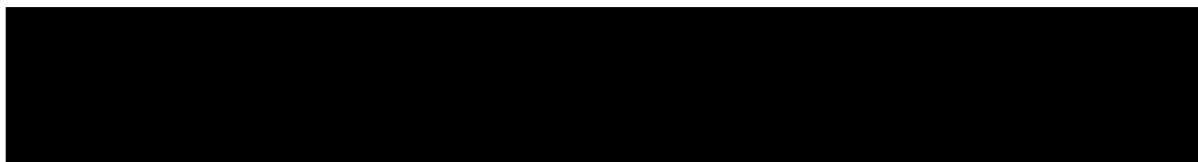


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2. Projects and Studies

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a. Logistical Requirements - (continued item)



b. Requirements Forecasts, FY-55 and FY-56 - (continued item)

Forecasts, due in the Logistics Office 15 April, have not yet been received from DE, SE, CR and WH Divisions. Action has been initiated by DD/P (Admin.) to expedite submission of these forecasts.

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No Change in Class.	<input type="checkbox"/>
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Class. Changed To:	TS S C
Auth.:	HR 70-2
Date:	10-18-70

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3. Administration

a. Classification Survey - (continued item)

Classification survey team members continued the audit of individual positions within the various components of the Logistics Office. This phase of the survey is scheduled for completion 11 June 1954.

b. Commendation - (new and completed item)

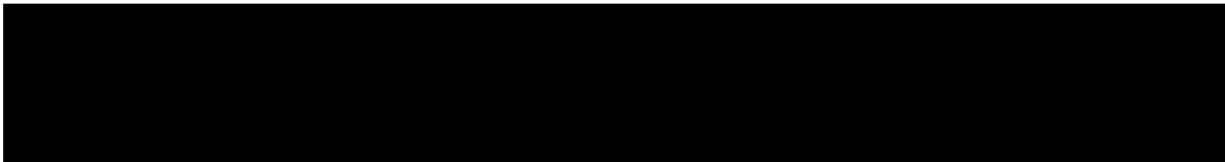
Commendation concerning services rendered by the Courier Section was received from the Scientific Intelligence Office, DD/I.

c. Agency Orientation Course - (new and completed item)

Forty (40) Logistics Office employees attended the 14th Agency Orientation Course during the period 4-7 May 1954.

4. Transportation Division

a. Shipping Channels - (new and completed item)

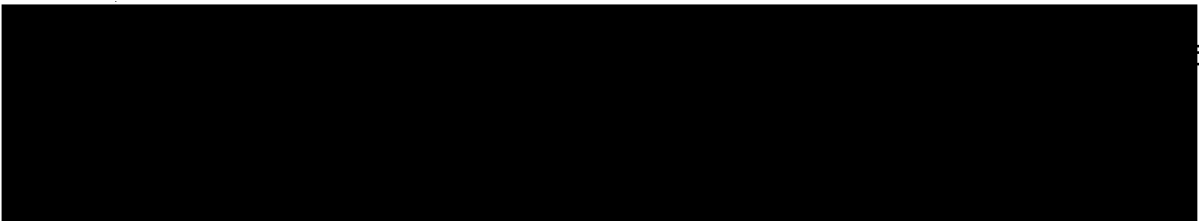


5. Supply Division

a. Inventory - (new and completed item)

Inventory of all materiel located at the [redacted] has been completed and is in process of reconciliation with stock records. Physical inventory of materiel located at [redacted] is scheduled to commence 20 May 1954.

6. Procurement Division



SECRET

7. Real Estate and Construction Division

a. Move of DCI to South Building - (continued item)

Contract drawings for alterations required in connection with move of the DCI are being prepared. Contract for work required is scheduled for award prior to 30 June 1954.

b. Air Conditioning - (new and continued item)

The DCI has approved relocation of 114 units in order to provide minimum air conditioning in Alcott, Harton and Currie Halls and Building

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15/
JAMES A. GARRISON
Chief of Logistics


IO/TR&P/JAS:ae (14 May 1954)

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